



# County of San Diego

## DEVELOPER DEPOSIT CUSTOMER SERVICE UNIT

5201 RUFFIN ROAD, SUITE B  
SAN DIEGO, CALIFORNIA 92123-1666  
858-694-2320 Phone

### **DEVELOPER DEPOSIT CHANGE OF FINANCIAL RESPONSIBILITY FORM**

#### **Authorization to Transfer (To be completed by Current Financial Responsible {FINRESP} Person)**

I, \_\_\_\_\_, hereby assign and transfer all rights and financial responsibilities for the following Developer Deposit accounts (this information is available on your developer deposit statement):

Account Reference # \_\_\_\_\_

Project Name \_\_\_\_\_

Effective Date \_\_\_\_\_

To:

New FINRESP Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

The current balance on this account is \$\_\_\_\_\_ (amount indicated on most recent statement).

I request the disposition of funds on deposit or funds owed to the County as follows (check applicable):

☐ I am transferring the current balance on account to the new FINRESP for my:

☐ Deposit

☐ Guarantee

☐ I request a refund of the current balance on ☐ Deposit ☐ Guarantee (Substitutions may be required)

☐ The new FINRESP has accepted responsibility for the current amount owed to the County on this project.

☐ I understand the outstanding amount of \$\_\_\_\_\_ is my responsibility.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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#### **Acceptance of Transfer (To be completed by New FINRESP):**

I, \_\_\_\_\_, hereby accept financial responsibility for the above-mentioned Developer Deposit accounts from \_\_\_\_\_, effective \_\_\_\_\_.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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**DISCLAIMER: Be advised that this form only changes the financial responsibility on developer deposits. You must also submit a plan change and substitute any securities.**

# **INSTRUCTIONS FOR CUSTOMER CHANGE OF FINANCIAL RESPONSIBILITY ON DEVELOPER DEPOSIT PROJECTS IN PROCESS WITH THE COUNTY OF SAN DIEGO**

If you have a project under review by the County of San Diego and have submitted developer deposits with the County as payment for work on the project, and you are transferring financial responsibility of the project to another party, you must do the following:

## **Current Financial Responsible Person(s) {FINRESP}**

1. Complete and sign the upper portion of the Change of Financial Responsibility Request Form
2. Keep a copy for your records
3. Provide the original Change of Financial Responsibility Form to New FINRESP

## **New Financial Responsible Person/Entity**

1. Complete and sign the lower portion of the Change of Financial Responsibility Request Form, indicating your acceptance of financial responsibility on the transferred project.
2. Complete and sign a Discretionary Project Application Form (DPLU # 346), indicating the person(s) of financial responsibility and contact information.
3. Provide a \$500 deposit to open a new Developer Deposit account in your name, while any funds authorized are transferred from the Current FINRESP to the New FINRESP.
  - This deposit will be used against any charges to this account
  - If the funds on deposit are in excess of the total charges at the end of the project, the remaining funds will be refunded to the new FINRESP after the project has been completed.
4. Return the original Change of Financial Responsibility Request Form, Discretionary Project Application Form, and the \$500 deposit to the address below.

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Hand-deliver or mail all of the follow:

- Signed original Change of Financial Responsibility Form; and
- Signed original Discretionary Project Application Form (DPLU # 346); and
- \$500 Deposit

### **TO:**

**Department of Planning and Land Use  
Developer Deposit Customer Service Unit  
5201 Ruffin Road, Suite B  
San Diego, California 92123-1666**

If you have any questions about this process, you may contact the Developer Deposit Customer Service Unit at (858) 694-2320.